

St. Petersburg College Instructional Continuity Plan Emergency Preparedness Procedures for Faculty

The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus(es) and online for an extended period of time, and is planning ways our operations can continue following such an emergency.

1. Faculty will be prepared by completing *MyCourses for Faculty Certification* prior to teaching in any delivery mode. This will ensure all faculty are able to use the learning management system for continuation of learning activities.
2. A closure of St. Petersburg College refers to all instructional modalities. Students are required to meet deadlines that occurred prior to the emergency situation. Students and faculty are not required to meet previously established deadlines during the time the College is closed.
3. Once the College re-opens, faculty should attempt to return to instructional normalcy as quickly as possible, but with the understanding that power and internet outages may affect faculty and students individually.
4. Online courses: faculty will modify online course assignments and due dates as quickly as possible ensuring students have the opportunity to achieve all major learning objectives for the course.
5. Blended courses: faculty may add online instructional activities to substitute for missed in-class activities.
6. For courses taught in the classroom:
 - a. Classes will resume when the college re-opens.
 - b. All assignments will be made up at the discretion and timing of the faculty member.
 - c. If the home campus is in a condition that does not allow for instruction to continue, the faculty may require instruction to continue online or at an alternate campus.
 - i. For substitution with online instruction, each dean will provide to their faculty information on which of the following options will be used; this will be provided at the start-of-semester meeting:
 - a. If a Standard Course is available, a copy of the course will be made and all faculty who teach the course in the face-to-face modality will be enrolled in the copied Standard Course to allow them the option to pull online instructional activities into their sections.
 - b. If a Standard Course is not available, but a fully-online version of the course is currently taught, the dean will identify the course to serve as the temporary Standard Course, a copy of the course will be made and all faculty who teach the course in the face-to-face modality will be enrolled to allow them the option to pull instructional activities into their sections.

- c. If an online version of the course is not available, faculty teaching the same course may convene to develop online instruction that is acceptable alternatives to in-class instruction and activities.
 - j. For instruction at an alternate campus:
 - a. The faculty member and Dean will determine possible alternate locations.
 - b. The Dean will work with the Provost(s) at the alternate campus location to schedule room usage.
 - c. The faculty will notify students using email and learning management system announcements.
- 7. If a course is not appropriate for online delivery (clinical, art classes, studio music, etc.) an email will be sent to all students enrolled in the course via MyCourses stating:

In the event that a hurricane or natural disaster causes closure of St. Petersburg College facilities, you may not be provided the opportunity to complete your work online due to the hands-on requirements of this course. Your faculty member will notify you if there are options for completing this course work at an alternate location.

- 8. Practicums and internships will be suspended until partner organizations are open.